

DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE GEOTECHNICAL ENGINEERING UNIT ON PROJECTS THROUGHOUT THE STATE. THE WORK WILL CONSIST OF A VARIETY OF GEOTECHNICAL ACTIVITIES ASSOCIATED WITH GEOTECHNICAL INVESTIGATIONS, AND/OR FOUNDATION DESIGN AND/OR TESTING ASSOCIATED WITH TRANSPORTATION PROJECTS.

**FIRMS WITH CURRENT LIMITED SERVICES CONTRACTS WITH THE GEOTECHNICAL UNIT NEED NOT APPLY.**

The primary firm and any/all subconsultants shall be Pre-qualified to perform services for the Highway Design Branch/Geotechnical Unit to perform the below referenced work.

The primary firms submitting shall be prequalified in at least one of the following areas:

- Geotechnical Engineering Services (work codes **00294**, **00295**, **00296**, or **00297**)
- Drilling Subcontractors shall be prequalified for work code **3050** – Drilling for Geotechnical Investigations

Work will be identified for each project on an as needed basis. The duration of the contracts will be for one (1) year with an optional one (1) year extension or until the contract amount is depleted, whichever occurs first. The method of payment for the contracts will be COST PLUS FIXED FEE OR LUMP SUM (determined on a project specific basis).

The Engineer/Geologist performing the work and in responsible charge of the work must be a registered Professional Engineer or Licensed Geologist in the State of North Carolina and must have good ethical and professional standing. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors and/or the NC Board for Licensing of Geologists. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors and/or the NC Board for Licensing of Geologists. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firms shall furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000 to the Professional Services Management Unit. The firms must have an adequate accounting system to identify costs chargeable to the project.

## SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department ***prior*** to submittal of your letter of interest. . An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## EVALUATION

The evaluation of firms submitting letters of interest for this work will be based on the following considerations and their respective weights:

1. The evaluation of the performance on any work previously reviewed by the Geotechnical Engineering Unit of the North Carolina Department of Transportation. 30%
2. The firm's experience and staff to perform the type of work which they propose to accomplish, including the experience of any designated subconsultant(s). This should also include the Firm's ability to perform engineering surveys with GPS and conventional survey equipment . 30%
3. The firm's field and laboratory equipment and design software and the location of same, including any designated subconsultants 25%
4. The firm's ability to provide electronic CADD files in Microstation format and geotechnical boring logs in gINT format. 15%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

#### FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for 2012 Geotechnical LSA".

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

## Section I — Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott Blevins, PE, Manager - Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the project(s);
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification and list of disciplines and work codes that the firm is prequalified to perform;
- Statement regarding firm's possible conflict of interest for this/these project(s); and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

## Section II — Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience as related to this/these project(s);
- Type and location of available equipment (field, laboratory, design, testing, & survey) for use under this contract;
- Boring log, coring log, CADD, design and testing software available for use under this contract;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last three (3) years;
- Understanding of project approach; and
- Any innovative approaches to be used.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

## Section III — Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Organizational chart indicating personnel to be assigned to each requested activity by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees to be assigned to the advertised project(s); and
- Other information.

## **APPENDICES**

## CONSULTANT UTILIZATION Form RS-2

Completed RS-2 forms SHALL be submitted with the firm's proposal.

This section is limited to the number of pages required to provide the requested information.

Submit RS-2 forms for the following:

- Prime Consultant firm (**Prime Form RS-2 Rev 1-14-08**), and;
- ANY/ALL subconsultant firms (**Subconsultant Form RS-2 Rev 1-15-08**) to be or anticipated to be utilized by your firm.

Complete each Form RS-2 (instructions are listed on the form)

**In the event the firm has no subconsultant**, it is required that this be indicated on the **Subconsultant Form RS-2** by entering the word "None" or the number "ZERO" and signing the form.

**The required forms (Prime Form RS-2 Rev 1-14-08 and Subconsultant Form RS-2 Rev 1-15-08) can be found at:**  
<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

Private consulting firms are invited to have letters of interest for furnishing Geotechnical Services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on April 4, 2012**. **Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) they will be disqualified. No exception will be granted.**

The e-mail address is:

[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)

Any questions concerning the advertisement or scope should be directed to Scott Blevins, PE, at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov) or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by April 24, 2012. Notification will not be sent to firms not selected. The firm(s) selected will be listed on the Internet at [http://www.ncdot.org/doh/preconstruct/highway/roadway/eng\\_coord/selection\\_comm/current.html](http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html) by April 25, 2012.

Selected firms will be required to attend a kickoff meeting to be scheduled by the Geotechnical Unit. The time and date of the kickoff meeting will be determined after the selection.